

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-12

☐ Other☒ Amendment Number:

000001

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Technical Support on Usability

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.2

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 12/01/2011 To 11/30/2012

Comments:



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

12/16/2008 To 11/30/2012

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Montira Pongsiri

Branch/Mail Code:

Phone Number 202-564-0978

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code: CPOD

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: 3-12

Amendment No. 1

Title: Technical Support on Usability and Development/Operation of the User Requirements Registry for EPA and the Group on Earth Observations (GEO) - phase 2

Period of Performance:

Date of Issuance to November 30, 2012

Work Assignment COR:

Montira Pongsiri
U.S. EPA (8101R)
Office of Research and Development
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-0978
Fax: (202) 564-2070

Alternate Work Assignment COR:

Tia Groves
Office of Research and Development
U.S. EPA (8101R)
Office of Research and Development
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-5709
Fax: (202) 564-2070

Project Officer:

Verla Sutton-Busby
U.S. EPA (8102R)
Office of Research and Development
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (202) 564-6808
Fax: (202) 565-2910

PURPOSE OF AMENDMENT

The purpose of this amendment is to add travel for one person for the Geneva conference. See Task 4, pages 3 and 4. The Travel Clause has also been updated to reflect this change.

BACKGROUND:

The Office of Research and Development (ORD) has supported the User Interface Committee (UIC) of the international Groups on Earth Observation (GEO) since 2005. A major goal for ORD in support of the UIC and GEO is to ensure that the needs of the potential “users”, namely environmental decision makers, are collected and stored and eventually met by earth observation systems data.

1. PURPOSE:

The purpose of this performance work statement (PWS) is to continue to provide technical support for the EPA-developed, prototype User Requirements Registry (URR) of the GEOSS Common Infrastructure (GCI).

The Contractor shall also further develop the URR in response to feedback from EPA and the Group on Earth Observations (GEO) User Interface Committee (UIC) and utilize the URR during the performance period for acquiring and capturing information related to user needs and requirements for Earth observations and Earth systems and process models as well as the science, technology and research needs and requirements. The further population of the registry shall utilize the existing and future reports of the GEO, especially those from GEO Work Plan 2009-11 Subtask US-09-01a, EPA reports and the ORD Vocabulary, as appropriate.

In order to ensure the further user-friendly and versatile implementation of the User Requirements Registry, work flow scenarios shall be developed that simulate and demonstrate how various users of the Registry would optimally enter their requirements and/or extract information/report from the Registry. It is the goal of the project to turn these work flow scenarios into documented guidance and tutorials to aide the implementation of the user requirements registry.

The further development of the URR shall also utilize any vocabulary, ontologies or other symmantic tools that exists for any of the EPA lines-of-business or the GEO SBAs or sub-sets of these Areas that can be easily acquired and adopted into the databases of the Registry.

3. TASK – (Part One)

User Requirements Registry

The further development, population, operation and utilization the EPA-developed, prototype User Requirements Registry of the GEOSS Common Infrastructure (GCI) shall be driven by a new set of work flow scenarios (generic and specific) which shall be developed using the input from the GEO UIC co-chairs and the leads of GCI, as appropriate.

- a. A generic set of work flow scenarios shall be updated to describe for a fully operational URR for GEO, which will operate connected to the GCI, the necessary data elements, progression or order of data entry, links to pull down lists, and page navigation controls that form the foundation for the interface and data base design. They shall simulate and demonstrate how various users of the Registry would optimally enter their requirements and/or extract information/report from the Registry. The work flows shall also describe how the URR will include vocabulary, ontologies and other symantic tools, as appropriate, to improve its operation. Help and tutorials for different levels of users will be also be developed. Documentation shall include screen mock-ups, order of screen presentation, and discussion of data table implications. Consistency and interoperability, and comparability, where appropriate, with the rest of the GCI shall be developed and maintained as operational changes are made.
- b. A separate operational version of the prototype URR will be developed for EPA to be operationally run by the Office of Environmental Information (OEI) for the sole benefit of EPA. Technical support will be provided to the EPA Geographic Information Officer (GIO) and others that are designated by the WA COR.
- c. The EPA version will also be developed to support the EPA programs that are focused on the “under-served” communities by capturing the needs of the community and its concerned citizens through direct linkages to EPA-developed tools, such as C-FERST and T-FERST.
- d. The availability of the operational version of the prototype for use by GEO shall be provided to the Secretariat for announcement to all GEO members. There shall be an offer to train the Secretariat staff via WebEx in the use and benefits of the URR. . Within EPA, similar sessions may be conducted for the EPA version of the URR in order to engage EPA users with data and/or research needs.
- e. The URR has the potential to be the place where users can describe the value chain that links observational priorities to user requirements and then to societal benefits. Alternative workflow scenarios to add this feature shall be developed for consideration and discussion at an upcoming 2012 GEO meeting.

4. TASK – (Part Two)

Provide technical support to GEO on the 2012 usability testing of the GEO Portal and the GEOSS Common Infrastructure, if this is needed by GEO. This may include the design of informational brochures, questionnaires, test scenarios, etc., and assistance with the analysis of the collected feedback from the testing for the use by GEO working groups. This will include travel for one person to attend the April 30-May 2, 2012 GEO Work Plan Symposium in Geneva, Switzerland to participate in the discussions and address the three main objectives: (i) the implementation of an operational and sustainable GEOSS offering full and open access and including interoperable observing, modeling and

dissemination systems; (ii) the development of information products and end-to-end services tailored to serve society's needs across the nine Societal Benefit Areas; and (iii) the reinforcement of coordination, user engagement and resource mobilization. As EPA now is developing its GEO Platform for internal EPA use, EPA needs to gather this information and then establish the priorities for linkages with the important outside databases in the GCI.

5. TASK – (Part Three)

Prepare a quality assurance project plan (QAPP) for URR software development, following EPA ORD guidelines developed by the National Risk Management Research Laboratory (NRMRL):

<http://www.epa.gov/nrmrl/qa/pdf/SoftwareQAPPNRMRLrev0.pdf>

The QAPP will be used to describe the technical requirements for the software and provide a plan for formal evaluation of the software against those requirements. The evaluation should pay particular attention to integration with the rest of the GCI.

Useability testing by an independent team of diverse users must also be described.

DELIVERABLE SCHEDULE:

Task / Deliverable	Estimate Delivery Time
Submission of cost estimate and work plan	Due within 15 calendar Days of receipt of work assignment
Quality assurance project plan for URR software development	Due within 30 calendar days of receipt of work assignment (no work to start on the URR before EPA approval)
The contractor shall participate in up to twelve GEO working group teleconferences if new information exists to present to the group	Possibly monthly
An initial conference call will be held to answer questions and clarify details of the technical work.	Within 5 days of receipt of draft materials
Monthly meetings with EPA and conference calls as needed	Monthly
Reports for the EPA on the User Requirements Registry in-house version development and operation	Monthly
Reports for the GEO on the User Requirements Registry status of operations and on the Usability Testing support	Two to three months before the GEO Plenary and other major GEO meetings in 2012.
Report quality assurance results for the evaluation of the new URR software.	30 days after the new version becomes operational.
Full documentation and code for the two versions of the URR delivered to EPA and selected GEO individuals	Two weeks before the end of the Performance Period

6. ACCEPTANCE CRITERIA

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

7. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

8. TRAVEL

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved before the proposed travel dates. No non-local travel is anticipated at this time. It is expected that one person will travel to the Geneva conference scheduled for April 30 – May 2, 2012.